Process	*Program Distribution Process*
Process Number	*GL – 098*

Description of Process

Legacy System:

Currently, the legacy Expense Subsystem used by the State of Georgia has an optional feature termed redistribution. It may be used in situations where an accounting transaction entered for an organization needs to be distributed to more than one project and/or more than one fund source. Transactions can be distributed to project numbers and fund sources manually; however, the redistribution feature reduces the possibility of erroneous data entry. Redistribution is accomplished by the use of class codes. Class codes automatically distribute a department's transactions to projects and fund sources according to tables and predefined distribution percentages.

Class Codes in the legacy Expense Subsystem are defined as follows:

- **Class 1** - Charge to State Base Project. Expenses classified in this manner are not related to any external projects; therefore, there is no future redistribution of Class 1 charges.

- **Class 2** – Charge to Clearing Project. All class 2 charges will be accumulated and then redistributed to the appropriate projects and fund sources with pre-established percentages. This is accomplished using the Project Redistribution Table and the Fund Source Redistribution Table.

- **Class 3** – Manual redistribution.

- **Class 4** – Charge to an external project for subsequent redistribution to the appropriate fund sources. All class 4 charges will be accumulated and then redistributed to the appropriate fund sources with pre-established percentages. This is accomplished using the Fund Source Distribution Table.

Once the Redistribution Tables are established, it is not necessary to decide which project number and/or fund source number to use whenever an expense transaction is entered. That decision was made when the tables were loaded. An expense charged to a reference number is processed against the Redistribution Tables only at the time of initial entry. A distribution percent for each project and/or fund source is calculated and stored on the files during the overnight processing cycle. This percent is used whenever an accounting entry is made to the reference number.

If at any time a department wishes to change the percentages charged to an organization's project or fund source, the Tables can be changed using a special TIF.

PeopleSoft:

In PeopleSoft, the State of Georgia has modified the manner in which it will manage fund sources and redistribution. **Only Class 4 redistribution in the legacy system will be done in PeopelSoft**. Fund

sources (referred to hereafter as programs) will be maintained using the Program ChartField. When a project/grant is created, the users will navigate to the Program Distribution panel located in the Define General Options window to create/maintain the relationship between a project/grant and its program(s).

Table Set-up in PeopleSoft:

Program ChartField

The Program ChartField represents what was formerly known as the fund source in the legacy system. New programs are created whenever there is a new grant or source of funds (see GL – 34 "Creating Programs"). The following fields have been added to the Program Table:

- Funding Type

- CFDA

- Letter of Credit Number

- FHWA Code (for business unit 48400 only)

Each agency will be responsible for maintaining its own tables.

Project ChartField

The Project/Grant ChartField captures and controls project or grant information (see GL – 28 "Creating a Project/Grant"). Projects are created whenever funding is provided for and a decision is made to proceed with a particular activity, such as paving a highway or building a school. The project ChartField is 15 characters in length. Projects from the legacy system will be converted and loaded into PeopleSoft. Each agency will be responsible for maintaining its own tables.

Program Distribution

If an agency decides to use the Program Distribution Process, they will add the project to the SpeedChart table. The SpeedChart table will be updated via the Program Distribution Panel located in the Define General Options window. Each agency will be responsible for maintaining its own tables. The SpeedChart table maintains the relationship between a project/grant and its program(s) and percentages.

The delivered SpeedChart table was modified to increase the length of the SpeedChart key from 5 to 15 characters. This enables agencies to add Program Distributions using the Project ChartField as the SpeedChart key. A new field called DX_SPEEDCHART_SYS was added to the SpeedChart table. This field will be populated through Peoplecode according to which panel (Program Distribution or SpeedChart) the value was added. The purpose of this field is to prevent users with access to add/update SpeedCharts from modifying Program Distribution values.

Transaction Distribution in PeopleSoft:

Accounts Payable

- SpeedCharts will be used to distribute lines for vouchers.

- The Program Distribution Calculator will be used to enter corrections or reversals. This Calculator will distribute an amount based on the SetId (Business Unit), Project, and amount entered. The Calculator uses the SpeedChart table to determine programs and percentages to be distributed for the project. The Programs and amounts will be copied from the calculator to the transaction line.

Purchasing

- SpeedCharts will be used to distribute lines for purchase orders and requisitions.

- The Program Distribution Calculator will be used to enter corrections or reversals. This Calculator will distribute an amount based on the SetId (Business Unit), Project, and amount entered. The Calculator uses the SpeedChart table to determine programs and percentages to be distributed for the project. The Programs and amounts will be copied from the calculator to the transaction line.

General Ledger

- The Program Distribution Calculator will be used to enter journals. This Calculator will distribute an amount based on the SetId (Business Unit), Project, and amount entered. The Calculator uses the SpeedChart table to determine programs and percentages to be distributed for the project. The Programs and amounts will be copied from the calculator to the transaction line.

Offline Interfaces

- The Program Distribution SQC will be used to distribute amounts from feeder systems in the batch cycle.

Input to Process

Transaction with Project requiring distribution for Program ChartField.

Output of Process

Distributed transaction(s) with project, program, and amount.

Service Level Agreement Required? (if yes, provide a brief description)

N/A

PeopleSoft Panel Groups being Used

Function	Panel Group

Business Process Description

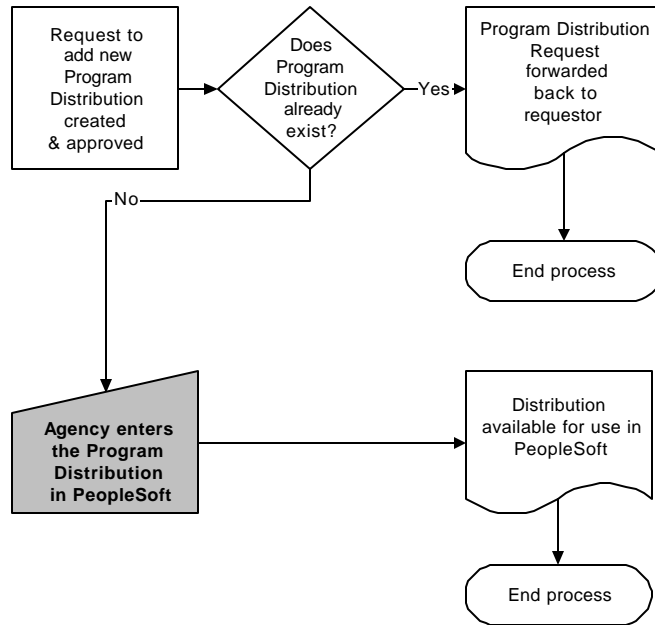| Process Description	Responsibility (Agency/Centralized)
Step 1: Create a Program Using the steps defined in GL – 034 "Creating a Program," create your program as defined in the change request	Agency
Step 2: Create a Project/Grant Using the steps defined in GL – 028 "Creating a Project/Grant," create your project as defined in the change request.	Agency
Step 3: Create Program Distribution Using the Define General Options – Program Distribution menu, add your SpeedChart for your project using the steps defined in GL – 097 "Creating a Program Distribution".	Agency
Step 4: Enter transaction for Distribution To enter a General Ledger Journal use the steps defined in GL – 051 "Journal Using Program Distribution Calculator." For Accounts Payable Voucher, Purchase Order, or Purchasing Requisition, follow the procedures defined in those modules.	Agency

Forms Used with Process (#)

**Attach sample form(s)

Process Flow Diagram (if appropriate):

```
┌──────────────┐         ◇                  ┌──────────────┐
│ Request to   │    Does Program            │ Program      │
│ add new      │──▶ Distribution   ──Yes──▶ │ Distribution │
│ Program      │    already exist?          │ Request      │
│ Distribution │                            │ forwarded    │
│ created      │                            │ back to      │
│ & approved   │                            │ requestor    │
└──────────────┘                            └──────────────┘
        │                                           │
       No                                           ▼
        │                                    ┌──────────────┐
        ▼                                    │ End process  │
┌──────────────┐                             └──────────────┘
│ Agency enters│
│ the Program  │         ┌──────────────┐
│ Distribution │───────▶ │ Distribution │
│ in PeopleSoft│         │ available for│
└──────────────┘         │ use in       │
                         │ PeopleSoft   │
                         └──────────────┘
                                │
                                ▼
                         ┌──────────────┐
                         │ End process  │
                         └──────────────┘
```

Process Signoff

Tested By
Date Tested